

CHAPTER 23

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CHAPTER 23

INTRODUCTION TO THE BOND AND ALLOTMENT SYSTEM

2301 GENERAL

230101. Introduction. Chapters 23, 24 and 25 contain the procedures and technical guidance for starting and maintaining bonds and allotments in the Marine Corps Total Force System (MCTFS).

230102. Assistance Requests. For technical and procedural assistance contact DFAS-PMMP/KC, for policy interpretations/determinations, submit requests in writing with full documentation, to the Defense Finance and Accounting Service-Kansas City Center (DFAS-KC/PMMP), Kansas City, MO 64197-0001.

230103. Special Terms

A. Allotment. A portion of a member's pay and allowances voluntarily authorized by the member to be paid to another individual or financial organization.

B. EFT Allotment. An allotment that will be paid through electronic fund transfer (EFT) by use of a routing transfer number to a financial institution. The Debt Collection Improvement Act of 1996 mandates that all federal payments will be made by EFT.

C. Start. An input action establishing an allotment.

D. Change. An input action changing selected items of information concerning an established allotment.

E. Stop. An input action discontinuing an established allotment.

F. Master File. The Marine Corps' computer file of all current active allotments.

G. Allottee. The person or organization to whom an allotment is paid.

H. Allotter. The member from whose pay an allotment is deducted.

I. ABA. A document used to start, stop, or change an allotment for an active duty member. This may be a DD Form 2558: or a print of an on-line allotment authorization to Start, Stop or Change an Allotment for an on-line printed ABA.

J. First Deduction. The first day of the month the allotment is started. The first payment will be issued at the end of that month.

K. Last Deduction. The last day of the month that the allotment is

Stopped. The last payment will be issued on that date.

Note: The U.S. Treasury Department does not require a SSN for a bond co-owner or beneficiary. The SSN for a co-owner or beneficiary will no longer be printed on savings bonds, even if a SSN was previously established.

★230104. Blanket Allotment Listings. Those financial organizations/businesses that participate in the Marine Corps composite blanket payment program is issued a 4 digit numeric code. This 4 digit code is to be used when starting an allotment to the organization/business. Select the Bond and Allotment Reports option on the internet site at <https://dfas4dod.dfas.mil/centers/dfaskc/finance>. From the reports listed, select either the alphabetic or numeric blanket allotment code option. Use these lists to find the correct blanket code to use when submitting an ABA transaction.

230105. Authorized Abbreviations

A. Purpose. Abbreviations conserve space and time when preparing ABAs. Table 23-1 lists commonly used words with their appropriate abbreviations.

B. Application. The names of banks, insurance companies, and other organizations are abbreviated when preparing ABAs (see previous paragraph for internet address of the blanket allotment code listings).

C. Information. Standard abbreviations provide a desirable level of uniformity within the allotment system. The following general rules apply:

1. Cities. Names of cities are not abbreviated unless specifically authorized.

2. States, Possessions, and Administered Areas. The abbreviations shown in table 23-2 are used in the address portion of the ABA.

3. Canadian Provinces. The abbreviations shown in MCO P1080.20 are used in the address portion of the ABA.

4. Foreign Countries. The names of the foreign countries listed in table 23-3 are to be entered as shown.

5. Numeric Words. Arabic numerals are used to express a numbered street or military unit; e.g., 1ST BN, 20TH AVE, 9TH REGT, or 1ST BK.

6. Points of Compass. Points of the compass are abbreviated in all addresses containing the name of a direction; e.g., S 8TH ST.

★230106. Error Analysis And Corrective Action. Each finance office is responsible for correcting their errors. Proper corrective action requires accurate analysis of the nature and

cause of errors. Errors detected during the allotment process involve incomplete or omitted entries, incorrect data, or entries incompatible with other related entries. See appendix N for general guidelines for allotment processing. To see a current listing of the allotment master error summary, select the Allotment Master Error Control Summary Edit and Format Errors or Posting Errors options on the internet site at:

<https://dfas4dod.dfas.mil/centers/dfaskc/finance/BondsAllotments.htm>. There are two options, either the Allotment Master Error Summary Edit And Format Errors or the Allotment Master Errors.

Table 23-1. Commonly used word abbreviations

<u>WORD</u>	<u>ABBREVIATION</u>
Academy	ACAD
Accident	ACDT
Account	ACCT
Account of	A/C
Air Force Base	AFB
Airport	ARPRT
Allotment	ALOT
America(n)	AMER
American National Red Cross	ARC
Annex	ANX
Armed Forces	AF
Army Post Office	APO
Arsenal	ARSL
Association	ASSN
Assurance	ASSU
Avenue	AVE
Aviation	AVN
Bank(ing)	BK
Bankers	BKRS
Beach	BCH
Benefit	BENE
Bluff	BLF
Boulevard	BLVD
Bridge	BRG
Brook	BRK
Building	BLDG
Camp	CP
Canyon	CYN
Casualty	CAS
Center	CTR
Central	CTL
Circle	CIR
Citizen(s)	CIT
College	CLG
Commercial	COML
Company	CO
Corner	COR
Corners	CORS
Corporation	CORP
Court	CT

Table 23-1. Commonly used word abbreviations continued

<u>WORD</u>	<u>ABBREVIATION</u>
Creek	CRK
Cross Roads	XRDS
Depot	DPO
District	DIST
Drive	DR
East	E
Employees	EMPLS
Equitable	EQUIT
Estates	EST
Falls	FLS
Farms	FRMS
Federal	FED
Federal Credit Union	FCU
Ferry	FRY
Fidelity	FIDEL
Fleet Post Office	FPO
For Support	F/S
Fort	FT
Foundation	FNDTN
General	GEN
Government	GOVT
Great	GR
Ground	GRD
Grove	GRV
Guarantee	GUAR
Guardian	GRD
Harbor	HBR
Health	HLTH
Heights	HTS
Highlands	HGLDS
Highway	HWY
Hill	HL
Hills	HLS
Hillside	HLSD
Hospital	HOSP

Table 23-1. Commonly used word abbreviations--continued

<u>WORD</u>	<u>ABBREVIATION</u>
Incorporated	INC
Industrial	IND
Insurance	INS
International	INT
Investors	INVES
Island	IS
Junction	JCT
Lake	LK
Landing	LNDG
Life Insurance Company	LIC
Light	LGT
Little	LTL
Lower	LWR
Manufacturers	MFRS
Merchant(s)	MER
Metropolitan	METRO
Mills	MLS
Mission	MSN
Mound	MND
Mount	MT
Mountain	MTN
Mutual	MUT
National	NAT
Navy and Marine Corps	
Relief Society	NMCRS
National Service Life Insurance	NSLI
North	N
Northeast	NE
Northwest	NW
Occidental	OCC
Parkway	PKY
Payment	PMT
Peninsula	PNSLA

Table 23-1. Commonly used word abbreviations--continued

<u>WORD</u>	<u>ABBREVIATIONS</u>
Place	PL
Plains	PLNS
Point	PT
Port	PRT
Post Office Box	POB
Relief	REL
Reserve	RES
Road	RD
Route	RT
Rural Free Delivery	RFD
Saint	ST
San	SN
Savings	SAV
School	SCH
Security	SCTY
Service	SERV
Society	SOC
South	S
Southeast	SE
Southwest	SW
Spring	SPG
Standard	STD
Station	STA
Street	ST
Summit	SMT
Support	SPT
Syndicate	SYN

Table 23-1. Commonly used word abbreviations--continued

Terminal	TERM
Terrace	TER
Township	TWNSP
Trailer	TRLR
University	UNIV
Upper	UPR
Valley	VLV
Village	VLG
Volunteer	V
West	W
Yards	YDS

Table 23-2. Two-letter state and territory abbreviations

<u>STATE</u>	<u>ABBREVIATION</u>	<u>STATE</u>	<u>ABBREVIATION</u>
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	NJ
Colorado	CO	New Mexico	NM
Connecticut	CT	New York	NY
Delaware	DE	North Carolina	NC
District of Columbia	DC	North Dakota	ND
Florida	FL	Ohio	OH
Georgia	GA	Oklahoma	OK
Hawaii	HI	Oregon	OR
Idaho	ID	Pennsylvania	PA
Illinois	IL	Rhode Island	RI
Indiana	IN	South Carolina	SC
Iowa	IA	South Dakota	SD
Kansas	KS	Tennessee	TN
Kentucky	KY	Texas	TX
Louisiana	LA	Utah	UT
Maine	ME	Vermont	VT
Maryland	MD	Virginia	VA
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

Table 23-2. Two-letter state and territory abbreviations--continued

<u>U.S. AREAS</u>	<u>ABBREVIATION</u>
American Samoa	AS
Caroline Islands	TT
Guam	GU
Mariana Islands	TT
Marshall Islands	TT
Northern Mariana Islands	CM
Puerto Rico	PR
Virgin Islands	VI
<u>CANADIAN PROVINCE</u>	<u>ABBREVIATION</u>
Alberta	AB
British Columbia	BC
Labrador	LB
Manitoba	MB
New Brunswick	NB
Newfoundland	NF
Northwest Territories	NT
Nova Scotia	NS
Ontario	ON
Prince Edward Island	PE
Quebec	PQ
Saskatchewan	SK
Yukon	YT

Table 23-3. Foreign countries

AFGHANISTAN	GRENADA
ANTARCTICA	GUAM
ANTIGUA/ BARBUDA	GUATEMALA
ARGENTINA	GUYANA
AUSTRALIA	HAITI
AUSTRIA	HONDURAS
BAHAMAS	HONG KONG
BAHRAIN	HUNGARY
BANGLADESH	ICELAND
BARBADOS	INDIA
BELGIUM	INDONESIA
BELIZE	IRAQ
BERMUDA	IRELAND
BOLIVIA	ISRAEL
BOSNIA-HERZEGOV	ITALY
BRAZIL	JAMAICA
BR INDIAN OCEAN TERR	JAPAN
BULGARIA	JORDAN
BURMA	KENYA
CANADA	KOREA
CAYMAN ISLANDS	KUWAIT
CHILE	KYRGYZSTAN
COLOMBIA	LAOS
COSTA RICA	LEBANON
CROATIA	LIBERIA
CUBA	LIBYA
CYPRUS	LUXEMBOURG
CZECHOSLOVAKIA	MALAYSIA
DENMARK	MALTA
DOMINICAN REPUBLIC	MEXICO
ECUADOR	MOROCCO
EGYPT	NETHERLANDS
ELSALVADOR	NETHERLANDS ANTILLES
ENGLAND	NEW ZEALAND
ETHIOPIA	NICARAGUA
FIJI	NORWAY
FINLAND	PAKISTAN
FRANCE	PANAMA
GEORGIA	PARAGUAY
GERMANY	PERU
GHANA	PHILIPPINES
GREECE	POLAND
GREENLAND	PORTUGAL

Table 23-3. Foreign countries—continued.

SAINT LUCIA
SAUDI ARABIA
SCOTLAND
SERBIA
SINGAPORE
SOUTH AFRICA
SPAIN
SWEDEN
SWITZERLAND
SYRIAN ARAB REB
TAIWAN
TANZANIA
THAILAND
TRINIDAD
TUNISIA
TURKEY
UNITED KINGDOM
URUGUAY
VENEZUELA
VIRGIN BR
VIRGIN ISL
WESTERN SAMOA